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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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**ST GEORGE'S SCHOOLS**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000
FOR ST GEORGE'S SCHOOLS**

OVERVIEW

St George's Preparatory School was founded in 1936, the Pre Primary School in 1998, and the College in 2000. They are multi-racial, inter-denominational and co-educational schools. The schools are controlled by the St George's Trust, and the Prep School and College are registered Public Benefit Organisations.

Section 51(1)(a)

Name:	St George's Preparatory School St George's College St George's Pre-Primary School
Physical & Postal Address:	8 Park Drive, St George's Park Port Elizabeth 6000
Trustees:	Mr P Lennox, Mr JG Immelman, Dr N Madhoo, Mr S M Nel, Mrs S Gray, Mr J Kotze, Mr G McWilliams, Mr M Yui Mr G Harvey, Mr B Stickells, Mr T Long, Mr P Merrington, Mr V Wait.
Contact Person(s):	Mr JG Immelman (Preparatory School) Headmaster Mr M Barclay (College) Headmaster Mrs J Wilson (Pre Primary School)
Tel. No:	(041) 5854825
Fax No.	(041) 5851638
E-mail address of contact persons:	
Mrs M van der Riet	maureen@stgeorgesprep.co.za

Section 51 (1) (b)

To gain access to the Human Rights Commission's guide to the Act, browse using an Internet browser to <http://www.sahrc.org.za>, e-mail: PAIA@sahrc.org.za.

Alternatively, call the Human Rights Advice Line on: 086-012-0120

Section 51(1)(c)

At this stage no Notice(s) has/have been published

Section 51(1)(d)

Records are kept in accordance with such other legislation as is applicable to St George's Trust, which includes but is not limited to, the following legislation:

- The South African Schools Act of 1996
- Basic Conditions of Employment Act No.75 of 1997
- Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Pensions Fund Act No. 24 of 1956
- Regional Services Council Act No. 109 of 1985

Section 51(1)(e)

- Employment contracts: Availability to be determined upon receipt of request
- Domain Name Registration: Availability to be determined upon receipt of request
- School Registration: Availability to be determined upon receipt of request
- Agreements with Suppliers: Availability to be determined upon receipt of request
- Data Base of Pupils & Parents: Availability to be determined upon receipt of request
- Website Information: Freely available at <http://www.stgeorgesprep.co.za>
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- Annual Financial Statements: Availability to be determined upon receipt of request
- Trust Deed: Availability to be determined upon receipt of request
- Minutes of all Trust, Management, Executive and sub-committee meetings: Availability to be determined upon receipt of request
- Parent Teachers' Association Constitution: Availability to be determined upon receipt of request
- School Policy Documents: Availability to be determined upon receipt of request
- Details of Trustees: Availability to be determined upon receipt of request
- School Fees: Availability to be determined upon receipt of request
- Licences: Availability to be determined upon receipt of request

Section 51(1)(f)

Fees in Respect of Requests for Information

Fees in Respect of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4 size or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-sized page or part thereof
R1,10
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form
R0.75
 - (c) For a copy in a computer-readable form on
 - (i) stiffy disk R7,50
 - (ii) compact disk R70.00
 - (d) For a copy of visual images, for an A4-sized page or part thereof R60.00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - (1) (a) For every photocopy of an A4-sized page or part thereof
R1.10
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form
R0,75
 - (c) For a copy in a computer-readable form on
 - (i) stiffy disk R7,50
 - (ii) compact disk R70,00
 - (d) For a copy of visual images, for an A4-sized page

or part thereof

R60,00

- (e) To search for and prepare the record for disclosure, R30 for each hour or part of an hour
- (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) One third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

Form for Application of Information
Request for access to record of private body

Download the application form

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